

DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
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OPNAVINST 1160.6A
OP-136C
28 May 1987

OPNAV INSTRUCTION 1160.6A

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)
Subj: ENLISTED BONUS AND SPECIAL DUTY ASSIGNMENT PAY PROGRAMS
Ref: (a) DODINST 1304.22 of 7 Aug 1985 (NOTAL)
(b) DODDIR 1304.21 of 2 Aug 1985 (NOTAL)
(c) SECNAVINST 1160.1
(d) DODPM
(e) MILPERSMAN
(f) PAYPERSMAN, NAVSO-P3050
(g) Diary Message Reporting System User's Manual
(h) SDS Procedures Manual, NAVSO-P3069
(i) SECNAVINST 7220.38E
Encl: (1) Sample EB Page 13 Entries
(2) Sample Format SRB Work Sheet
(3) Example SRB Authorization Request
(4) Sample SRB Page 13 Entries
(5) Basic Pay Tables

1. Purpose. To revise instructions for administering the Enlisted Bonus and Special Duty Assignment Pay Programs.

2. Cancellation. OPNAVINST 1160.6.

3. Background. Authority for the Enlisted Bonus and Special Duty Assignment Pay (SDAP) programs is provided by references (a) and (b). Navy policy and procedure guidelines are provided in reference (c). The Enlisted Bonus program consists of the Enlistment Bonus (EB) and the Selective Reenlistment Bonus (SRB).

4. Enlistment Bonus (EB) Program. EB is designed to increase the number of enlistments into hard to fill ratings. The amount of EB and eligible ratings are announced by the annual OPNAVNOTE 1130, subject: Enlistment Bonus. EB quotas are managed by Commander, Navy Recruiting Command (Code-33).

a. Eligibility Criteria

(1) High school graduate (including satisfactory completion of an equivalent General Educational Development or Home Study high school course) classified as Mental Category Group I, II, or III, and otherwise meet all requirements for the designated rating/skill.

(2) Not be enrolled in the Delayed Entry Program (DEP) for another military service. However, members enrolled in the Navy DEP who, while in DEP, volunteer for an EB rating, or an EB rating with a higher bonus amount, are eligible for the EB provided all other eligibility requirements are met.

(3) Enlist or extend the initial period of enlistment in the regular Navy (USN) or Naval Reserve (USNR-R) (in the case of members in the DEP) in a rating listed in the annual OPNAVNOTE 1130, subject: Enlistment Bonus. (R)

(a) At active duty enlistment or while in recruit training, members enlisting or enrolling in other than a 6 year obligor program must sign an Agreement to Extend Enlistment (NAVPERS 1070/621) for a period of at least 12 months. Members who agree to extend for 12 or more months as required by other programs, need not execute a separate EB extension. (R)

(b) Naval Reserve members not on active duty (including those in DEP) may enlist for EB in the regular Navy provided they have not received or currently are entitled to SRB.

(c) Prior service members must enlist in paygrade E-3 or below if establishing eligibility for an EB via guaranteed Class "A" school.

(d) Prior service members who have either previously received an EB, or previously received or are currently entitled to SRB, are not eligible.

(4) Successfully complete the required course of instruction (normally Class "A" school, Nuclear Power School, and prototype training for nuclear field members), continue in the program, and be designated in the guaranteed rating or skill.

b. Method of Payment. EB will be paid as specified in Part 1, Chapter 9, Section A of reference (d). For EBs greater than \$5000, the first installment may not exceed \$5000.

(1) The Training Command will pay the bonus to non-prior service enlistees upon successful completion of Class "A" school with sufficient academic standing to continue in the skill for which enlisted, and achievement of rating designation.

(2) Nuclear field members will be paid EB upon successful completion of nuclear prototype training and assignment of the appropriate 335X or 338X NEC.

(3) Members not requiring Class "A" school are entitled to the bonus upon achievement of rating designation. Payment will be made no earlier than 30 days after arrival at the first permanent duty station.

c. Maintenance and Termination

(1) Members who fail to complete basic qualifications for the EB, including failure to graduate from required school(s), and who do not continue in the skill for which enlisted, will have the EB option nullified. Partial payment of EB is not authorized.

(2) EB entitlement is the amount in effect at enlistment (including enlistment in DEP or at time of entry into a bonus eligible rating while in DEP).

(3) Continued entitlement to EB requires the member to maintain qualification in the skill for the entire enlistment for which the bonus was paid. Pro-rata recoupment of EB is required for members who fail to maintain qualification.

(4) EB recipients are expected to serve in the skill for which the bonus was paid. Requests for rating conversion during the term of the EB contract will not normally

A) be approved. Conversion request may be submitted for consideration when within 6 months of expiration of active obligated service (EAOS) of the term for which the bonus was paid, for conversion within 3 months of EAOS.

(5) Members paid EB who are discharged and immediately reenlist prior to completion of the term of service for which the EB was paid are not subject to recoupment.

R) **d. Administrative Procedures.** At recruitment or while in recruit training, all members enlisting or enrolling in EB eligible ratings as listed in the annual OPNAV-NOTE 1130, subject: Enlistment Bonus, must be counseled regarding the EB option (including any additional service obligation). Recruits who did not opt for an EB at enlistment but are offered an EB while in recruit training, must first receive COMNAVMILPERSCOM (NMPC-482) authorization for the EB.

R) (1) Members volunteering for the EB option must, at time of enlistment (including enlistment in DEP) or while in recruit training, have record entries made as specified in enclosure (1) as appropriate.

R) (2) Members extending enlistments to establish eligibility for EB will, at active duty enlistment or while in recruit training, have the following statement entered in Block 12 of the Agreement to Extend Enlistment

(NAVPERS 1070/621): "To establish eligibility for the Enlistment Bonus as specified in OPNAVINST 1160.6A." EB eligible members with a total obligation of at least 5 years required as a result of other program obligations, need not have this statement entered on their NAVPERS 1070/621 form.

(3) Eligible members who are in a bonus eligible skill but decline the EB option must, at time of active duty enlistment, have a record entry made as shown on the last page of enclosure (1).

e. EB Recoupment

(1) Pro-rata recoupment of an EB is required when a recipient either voluntarily or for reasons of misconduct fails to either complete the obligated period of service or maintain qualification in the skill for which the EB was paid. Part 1, Chapter 9, Section D of reference (d) applies.

(2) An EB will not be recouped due to appointment to commissioned officer status or acceptance to an officer procurement program.

5. Selective Reenlistment Bonus (SRB) Program.

SRB is used to increase the number of reenlistments in ratings and Navy Enlisted Classification (NEC) codes having insufficient retention. Reviews are conducted at least every 6 months to determine which ratings/NECs will be authorized SRB. Award levels are reduced or eliminated as retention improves in a rating/NEC to make SRB funds available for other ratings/NECs. Changes to the list of SRB eligible ratings/NECs and respective award levels are announced by NAVOP message which is normally released 30 days prior to the effective date of the change.

a. General Eligibility Criteria. Members must:

(1) Have completed at least 21 continuous months (excluding active duty for training (ACDUTRA)) but not more than 14 years of active Naval service. The 21 months need not have been completed immediately prior to the reenlistment/extension.

(2) Be eligible to reenlist or extend for 3 or more years in the regular Navy (USN not USNR) as specified in reference (e). NOTE: Extension of enlistment for less than 3 years (e.g., for minimum obligated service (OBLISERV) for Department of Defense (DoD) area tour, advancement, etc.) can impact future SRB eligibility, and commanding officers should counsel members in this regard. Article 1050150.5c of reference (e) contains the required service record entry.

(3) Not be entitled to or have not been paid readjustment, severance, or separation pay.

b. Specific Eligibility Criteria for Active Duty Members. In addition to the general criteria, you must:

(1) Be on active duty except ACDUTRA. SRB is not payable for a reenlistment in a regular component following discharge from a reserve component during or at completion of ACDUTRA.

(2) Be a petty officer or E-3 designated striker.

(3) Be qualified for, and serving in a SRB rating/NEC, or be approved by Commander, Naval Military Personnel Command (COMNAVMIIPERSCOM) for Selective Conversion and Retention (SCORE)/Lateral

R) Conversion to a SRB eligible rating.

A) (4) Receive prior approval from COMNAVMIIPERSCOM (NMPC-483) prior to executing (signing) a SRB qualifying extension.

(5) Receive authorization from COMNAVMIIPERSCOM (NMPC-483) prior to reenlisting/extension becoming operative for SRB.

c. Specific Eligibility Criteria for Members with Broken-Service. For SRB purposes, a member who reenlists more than 24 hours after discharge or release from active duty (RAD) will be considered a Navy veteran (NAVET) with broken-service. The 24 hour period begins on the day following the date of discharge or separation. Recruiters will accept a prospective reenlistee reentering active duty with a break in active service greater than 24 hours only when presented with the original DD 214N, Certificate of Release or Discharge from Active Duty, or a reproduction with a certified true copy stamp and imprinted with the appropriate Federal Government authenticating seal. This form will be used as the principal source document in determining broken-service SRB eligibility. In addition to the general criteria, you must:

(1) Be a petty officer (designated strikers are not eligible for broken-service SRB) in an SRB eligible rating/NEC.

(2) Have less than a 4-year break in active duty.

d. Zone Eligibility Criteria

R U L E	A	B	C	D	E	F
	Zone (note 1)	You must have completed	But not more than	Years of total active military service (note 5) on the date of reenlistment or operative date of qualifying extension, and the reenlistment or extension plus the prior active service	Must equal at least	Years of total active service
1	A	21 months (note 2)	6 (note 3)		6	
2	B	6 years	10 (note 4)		10	
3	C	10 years	14		14	

NOTES: 1. You may receive only one Zone "A," one Zone "B," and one Zone "C" bonus during a career.

2. Continuous active service excluding ACDUTRA. For example: a member served one year and 5 months prior to a hardship discharge. After the hardship was resolved, the member reenters the Navy. After serving one year and 8 months on the second enlistment, the member desires to reenlist for SRB. Since 21 months of continuous active naval service have not been completed, the member is not eligible for SRB even though 37 months of total active service have been completed.

3. A member who has completed exactly 6 years of active military service on the date of reenlistment or operative date of qualifying extension of enlistment is eligible for Zone "A" SRB. Only if there is no Zone "A" bonus or the member had previously received a Zone "A" bonus, is the member entitled to a Zone "B" bonus (provided all other Zone "B" eligibility criteria are met).

4. As in note 3 above, a member exactly at 10 years may be entitled to a Zone "C" bonus.

5. Includes all active duty in Naval Reserve (USNR) components (including training and administration of reserves (TAR), temporary active duty (TEMAC), and ACDUTRA, plus all prior active duty in other services).

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e. Special Policies.

(1) Early Reenlistment Window. The early reenlistment window is designed to allow members an opportunity to reenlist/execute an extension for SRB prior to their EAOS. ("EAOS as extended" for nonoperative extensions need not be used in determining the window.) The size of the window (in months) may need to be adjusted to control expenditure of SRB funds and will be specified in each implementing NAVOP.

(2) Early Reenlistment Waiver. Reenlistment/execution of extension prior to the early reenlistment window for SRB normally is authorized for members who:

(a) Must OBLISERV to execute a permanent
A) change of station (PCS) move. Cite TC number on member's PCS orders in the remarks section (RMK TAC) of the reenlistment request.

R) (b) Must OBLISERV for advancement to E7/8/9. Early SRB reenlistment for advancement OBLISERV must be effected no earlier than the month prior to advancement month, but not later than the effective date of advancement.

(c) Must OBLISERV to maintain entitlement to continuous submarine duty pay (CONSUBPAY) and cannot extend because of the 48 month maximum statutory limit.

R) (d) Will pass through a SRB zone of eligibility within 12 months of EAOS. Reenlistment must be during the month the member passes through the zone and on or before the date the member passes through the zone.

(e) Reenlist for Selective Training and Retention (STAR) program.

(f) Reenlist after Selective Conversion and Retention (SCORE/RESCORE) training.

A) (g) Hold nuclear propulsion plant operator/supervisor NEC.

f. Officer Procurement Programs

(1) Members who reenlisted/executed an extension for SRB prior to applying for an officer procurement program requiring formal academic training, will have remaining installments suspended as of their class convening date. Members who are dropped from the program and return to enlisted status in the same bonus skill, will receive the remaining installments but at a rate reduced by the number of days spent in the program as described in Part 1, Chapter 9, Section B, of reference (d). Upon

notification or announcement of member's selection to participate in any officer procurement program, requests for accelerated, advance, or remaining amount payments will not be approved. Upon appointment to commissioned officer status, members will forfeit remaining installments.

(2) Members who reenlist/extend to obtain sufficient OBLISERV for an officer program are not entitled to SRB.

(3) SRB entitlement for eligible members who reenlist/extend after applying for an officer program, will be held pending selection results. Applicants who are not selected may then receive SRB. Members who withdraw their application or who are selected for participation, lose SRB entitlement.

g. Out-of-Skill. SRB recipients must remain qualified for continued service in the bonus skill, and are expected to serve the entire period of reenlistment/extension in the bonus rating/NEC. Members who earn and are awarded an advanced (principal) NEC are not considered to be working out-of-skill solely for that reason. Out-of-Skill assignments are permitted or:

(1) Continental United States/overseas rotation.

(2) Sea/shore rotation.

(3) Mission essential requirements.

(4) Humanitarian/medically dictated assignment.

Members will not be assigned out-of-skill for a period exceeding the normal tour length prescribed for the out-of-skill assignment. This includes correctional custody unit staff personnel, recruit company commanders, and production recruiters. Tour length extensions (including recruiter extensions under the Freeman Plan and Outstanding Recruiting Management Extension Program) may be approved only by a personnel headquarter's flag officer (normally COMNAVMILPERSCOM or NMPC-4) to meet mission essential requirements that cannot otherwise be met.

h. Lateral Conversions

(1) Requests for lateral conversion out of an SRB eligible rating normally will not be approved unless submitted within 6 months of EAOS, for conversion within 3 months of EAOS. Conversion may not reduce the skill below authorized strength in that zone considering both current and projected manning levels.

(2) For ratings that are disestablished or closed to women, SRB recipients normally will be retained in-skill

for the length of the SRB reenlistment/extension. Waiver requests for early lateral conversion may be approved for members who, at their projected rotation date (PRD), cannot be detailed to a billet in the award skill for a normal tour length. In that case, lateral conversion at PRD should be made to another bonus skill whenever possible.

- R) (3) Bonus recipients approved for lateral conversion, except for forced conversion, will not be required to forfeit bonus payments.

I. Precertification Procedures. The precertification (PRECERT) process was established to reduce the number of incorrect SRB payments and resultant recoupment actions.

- (1) SRB reenlistment requests computer read at Enlisted Personnel Management Center (EPMAC) New Orleans, and must be submitted in the exact format shown in enclosure (2), normally no earlier than 60 days before the desired reenlistment date. Requests submitted prior to 60 days must include justification for early submission. Examples are at enclosure (3).

- R) (a) Changes to requests via message or phone call normally will not be accepted. A new message request (with new date-time-group) should be submitted. It will automatically cancel the previous request.

- (b) NAVETs may not have pay record information available at Navy Finance Center (NAVFINCEN) Cleveland. Their SRB reenlistments normally will be approved with an "estimated SRB amount." A formatted SRB request must be resubmitted upon arrival at the first permanent duty station.

(2) NAVFINCEN compares the SRB request data with Joint Uniform Military Pay System (JUMPS) data and provides COMNAVMILPERSCOM (NMPC-483) with the actual bonus amount payable.

(3) After receiving authorization from COMNAVMILPERSCOM (NMPC-483), members may reenlist/extend for SRB.

- (4) The PRECERT process normally takes about 10 working days to complete. SRB requests received on short notice may not permit SRB payment concurrent with reenlistment. For short notice requests, COMNAVMILPERSCOM (NMPC-483) will provide the date-time-group of the message granting SRB reenlistment authority via telephone whenever possible. Short term extensions are not authorized by COMNAVMILPERSCOM (NMPC-483).

(a) Telephone inquiries to COMNAVMILPERSCOM or NAVFINCEN regarding status of the PRECERT should be made by disbursing personnel, command career counselors, or yeomen/personnelmen—not by the member.

(b) Only COMNAVMILPERSCOM (NMPC-483) can provide SRB payment authority to the requesting activity. NAVFINCEN replies to field activities are for information only and are not required for payment of SRB.

(5) After a SRB request is approved by COMNAVMILPERSCOM (NMPC-483), a Military Pay Order (NAVCOMPT 3060 (single)) must be submitted to start entitlement as described in reference (f), Part 1, Chapter 9, Sections B and C.

(6) If COMNAVMILPERSCOM (NMPC-483) disapproves the SRB request, the reason will be stated and guidance for resubmission (if applicable) will be provided.

(7) Policy/eligibility questions can normally be resolved by calling COMNAVMILPERSCOM (NMPC-483), phone numbers: (AUTOVON) 225-0656/7/8/9, (Commercial) 202-695-0656/7/8/9. Message address is COMNAVMILPERSCOM WASHINGTON DC. Type (NMPC-483) at the end of the subject line.

(8) PRECERT questions for NAVFINCEN should be directed to Code 451P at (AUTOVON) 580-5132/5731/5658, (Commercial) 216-522-5132/5731/5658.

J. Service Record Entries

(1) The commanding officer will ensure all appropriate remarks are entered on page 13, Record of Administrative Remarks (NAVPERS 1070/613), of the reenlistee's service record. Sample page 13 entries are provided at enclosure (4). Use example number:

(a) One - when the member reenlists/extends.

(b) Two - when a continuous duty service member reenlists/extends and receives the initial SRB installment payment (in addition to example number one).

(c) Three - when members having NEC 33XX involving the operation, supervision, and maintenance of naval nuclear propulsion plants reenlist (in addition to example number one).

(d) Four - when the SRB award level is established in advance of actual reenlistment (SCORE/Lateral Conversion) or operative date of qualifying extension.

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(e) Five - when the member receives subsequent installment payments (including accelerated advance, or remaining amount).

(2) Recruiters reenlisting NAVETs for broken-service SRB will ensure all appropriate remarks are entered on page 13 of the reenlistee's service record. Sample page 13 entries are provided at enclosure (4). Use example number:

(a) Six - prior to reenlistment.

(b) Seven - on the date of reenlistment (also examples one and three as appropriate).

(c) Eight - should a member who is otherwise eligible for broken-service SRB, not elect to accept the SRB option and reenlist for only 2 years.

k. Recoupment. Recoupment of unearned portions of SRB is required when the member:

(1) Loses qualification in the bonus skill (i.e., removal of NEC or rating designator), except when the loss of qualification results solely from pregnancy.

(2) Voluntarily or for reasons of misconduct as specified in paragraph 10942 of reference (d) does not complete the enlistment and is separated.

(3) Is separated for disability resulting from conduct not in the line of duty.

1. Disbursing Procedures

(1) Instructions governing SRB payments are contained in Part 1, Chapter 9, Sections B and C of reference (f).

(2) Instructions governing preparation of Military Pay Order (Single) (NAVCOMPT 3060) are contained in paragraph 90419 of reference (f).

(3) Paragraph 10942 of reference (d) lists the specific circumstances requiring recoupment of SRB. Procedures are contained in Part 1, Chapter 9, Section D of reference (f).

m. SRB Computation. SRB amount is computed as follows:

- Base Pay X Additional OBLISERV (in mos) ÷ 12 × Award Level.
- Sample work sheet is provided in enclosure (2).

R U L E	A	B	C	D	E	F
	When an enlisted number	Compute reenlistment bonus by using (note 1) (note 2)	At basic pay rate applicable on the date	Multiplied by the	Multiplied by the SRB award level on the date (note 7) (note 8)	To obtain the total amount (note 9). The first installment is payable on the date (note 10)
R)	1 Reenlists	One months basic pay	Of discharge from active duty (note 3)	Number of years or fractions of years (not to exceed 6 years) of additional OBLISERV (note 4) (note 5) (note 6)	Of reenlistment	Of reenlistment
	2 Reenlists by SCORE or Lateral Conversion (note 11)				Of SCORE or Lateral Conversion approval or date of reenlistment whichever is higher (note 12)	
	3 Extends enlistment for 3 years or more (note 13)		One day before the extension becomes operative		Agreement to extend is executed (note 14)	The extension becomes operative (note 15)
	4 With broken-service (note 16) reenlists		Of discharge from active duty (note 17) multiplied by .75 or .5 (note 18)		Of reenlistment	60 days after reenlistment or 30 days after arrival at first permanent duty station whichever is later (note 19)
	5 Reenlists by RESCORE		Of discharge from active duty (note 3)		Of reenlistment (note 11)	Of reenlistment

NOTES: 1. The SRB will be paid in addition to any other pay and allowances to which the member is entitled, except as stated in subparagraph 5a(3) and note 2 below.

2. An enlistment bonus (EB) and a SRB may not be paid for the same period of service except for nuclear field personnel who opt to reenlist for at least 2 years beyond their initial extension agreement, prior to the extension becoming operative.

3. Example: An E-4 is at EAOS after a 4 year enlistment and is authorized advancement to paygrade E-5. Member is discharged, reenlists, and is then advanced. Member's SRB is based on the monthly basic pay on the date of discharge (i.e., E-4 over 3).

4. OBLISERV in excess of 16 years total active military service may not be used to compute SRB. For instance, a member who has served 11 years and 6 months total active service reenlists for 6 years. Only 4 years and 6 months of additional OBLISERV may be used.

5. Except as noted below, SRB may not be paid for any service remaining on the current enlistment (for members reenlisting early), including nonoperative Agreement(s) to Extend Enlistment (USN)/Agreement(s) to Remain on Active Duty (USNR). Exceptions apply only to:

(R)

a. Extensions for personnel holding a nuclear propulsion plant operator/supervisor NEC who cancel the extension before it becomes operative and immediately reenlist for at least 2 years beyond the extension agreement.

(R)

b. Inoperative extensions executed to meet CONSUBPAY eligibility requirements (provided no bonus was paid for the extended service). Note: Include length of CONSUBPAY extension in RMK TAC of SRB reenlistment request.

(A)

6. When computing the active OBLISERV remaining on the current enlistment for which SRB cannot be paid, a fraction of a month will be rounded up to the next whole month. For example; a member who is discharged 5 months and one day prior to EAOS to reenlist early, the period for which SRB is paid will be reduced by 6 months. However, if discharged no more than three days prior to EAOS (as extended), the member will be considered to have completed the enlistment for the purpose of determining additional OBLISERV.

7. Members who reenlist/extend prior to the "effective date" of an award level change are entitled to SRB at the award level in effect prior to the change; those who reenlist/extend on or after the "effective date" are entitled to SRB at the award level in effect after the change.

8. Members having prior approval from COMNAVMILPERSCOM for an SRB reenlistment, and whose SRB award level has subsequently been announced for reduction (deletion), must reenlist prior to the "effective date" of change to be entitled to the higher award level.

9. Maximum for each zone for all ratings and NECs is \$20,000 except as noted in the implementing NAVOP.

10. OBLISERV in excess of 16 years total active military service may not be used to compute the number of installments payable. Zone "C" installments will be paid in equal amounts before the member completes 16 years of service. (A member who reenlists for 6 years at the completion of 13 years of total active service would be paid 3 vice 6 SRB installments.)

11. Member must successfully complete formal training and be designated in the new skill at reenlistment to be eligible for SRB at the new skill award level.

12. Both award levels must be in the same SRB zone (award level at time of conversion approval is for the SRB zone the member will be in at the completion of training). If rating is no longer designated for SRB on the date of reenlistment, the award level in effect at the time of conversion approval applies.

13. Two or more extensions may not be combined to establish SRB eligibility, and further extensions may not extend the SRB eligibility period. Likewise, extensions may not be combined with a reenlistment to establish or extend SRB eligibility.

NOTES: 14. Not the operative extension date.

15. For example, a nonrated member (USN only) may sign a 36-month agreement to extend enlistment prior to actually serving 21 months of continuous active naval service to have enough OBLISERV to attend Class "A" school leading to designation in a SRB eligible rating. If on the date the extension becomes operative, the member has completed the 21 months, has actually attained designation in the rating, has received COMNAV-MILPERSCOM (NMPC-483) approval for executing a SRB qualifying extension, and is otherwise eligible, the member may be paid SRB. (R)

16. Separated from active Naval service for more than 24 hours but less than four years.

17. At the paygrade and longevity on the date of discharge. Use the prospective reenlistee's DD 214N and the appropriate basic pay table in enclosure (5) to compute the estimated amount.

18. Use .75 multiplier for 2 years or less broken service; use .5 for more than 2 but less than 4 years of broken service.

19. This time will not be deducted when computing SRB. Individuals will not be penalized monetarily because of the requirement to delay payment. (D)

n. Special Payments

(1) Accelerated Payment. An accelerated payment is a payment of the next SRB installment prior to the normal anniversary date but in the same fiscal year that the installment is due. The commanding officer may approve an accelerated payment.

(2) Advance and Remaining Amount Payment. An advance payment is payment of one or more SRB installments due in a future fiscal year. Remaining amount is payment of all remaining SRB installments in one payment. These payments may be requested only in cases of hardship, and payment requires COMNAVMILPERSCOM (NMPC-483) approval. For advance payments, the last installment is paid first. For example, a member reenlisted for SRB on 1 November 1985 for 4 years. In April 1986, the member has a personal hardship and requests an advance payment of 2 SRB installments. If COMNAVMILPERSCOM (NMPC-483) approval is granted, the member would be authorized advance payment of the 1 November 1988 and 1 November 1987 installments. The member would still receive an installment on 1 November 1986, completing payment of total SRB on that date vice 1 November 1988.

(3) Requests for Advance or Remaining Amount Payments. Requests sent to COMNAVMILPERSCOM (NMPC-483) must include the following information:

(a) Date of reenlistment or operative extension date.

(b) Length of enlistment.

(c) Periods of previous military service.

(d) Rating or NEC on which SRB award is based.

(e) Zone of eligibility.

(f) SRB award level.

(g) Initial and subsequent SRB installment amounts (prior to taxes).

(h) Any accelerated or advance payments already received by member.

(i) Certified copy of member's current enlisted performance record (service record page 9).

(j) Specific reason(s) for requesting hardship payment.

(k) Itemized list of income and financial liabilities for all debts (including monthly payment/amount owed for each). (R)

(l) Commanding officer's recommendation (including determination of hardship).

This information is used to evaluate the request. Requests without this information will be returned with no action.

o. Reconciliation

(1) If an approved SRB reenlistment/extension does not occur, the commanding officer must notify COMNAVMILPERSCOM (NMPC-483) to make obligated SRB funds available for other SRB requests. (A)

- A) (2) COMNAVMILPERSCOM (NMPC-483) will reconcile SRB authorizations to actual reenlistments and report unused obligated funds to the CNO (OP-136).

6. Special Duty Assignment Pay (SDAP) Program. SDAP is a monthly pay used to help obtain high quality personnel for designated Special Duty Assignments (SDAs) and sustain adequate manning levels. Pay levels and amplifying information are contained in the annual OPNAVNOTE 1160, subject: Special Duty Assignment Pay.

a. SDAs involve demanding duties requiring extraordinary effort for satisfactory performance or an unusual degree of responsibility in the accomplishment of assigned duties. These assignments are determined from a balanced evaluation of the following factors:

(1) Special assignments which are difficult to keep manned with high quality volunteers.

(2) Duties involving a greater degree of responsibility or that are more arduous than that expected in a normal assignment.

(3) Duties requiring special qualifications and extra training to maintain proficiency.

(4) Difficult duties outside a normal career field or within a career field which begins with lateral entry several years into a military career.

b. Eligibility. You must be:

(1) Entitled to basic pay and on active duty, other than Reserve ACDUTRA for less than 180 days.

(2) Serving in Paygrade E-3 or higher.

(3) Approved by the commanding officer as fully qualified in the authorized SDA. In cases of questionable eligibility, commanding officers should request determination from COMNAVMILPERSCOM (NMPC-483).

(4) Assigned to and working in a billet on the command's Manpower Authorization (OPNAV 1000/2) identified as an SDA in the annual OPNAVNOTE 1160, subject: Special Duty Assignment Pay. This requirement is waived and the pay will continue if the member is:

- R) (a) On authorized leave.

(b) Assigned temporary duty (TEM DU) or temporary additional duty (TEMADD) requiring use of the SDA skill.

(c) Assigned TEMADD not requiring use of the SDA skill, in which case the pay continues for not more than 90 days. (R)

(d) Attending a formal school directly relating to the SDA while on duty under instruction (DUINS), temporary duty under instruction (TEM DUINS), or temporary additional duty under instruction (TEMADDINS). (R)

(e) Attending a formal school not directly relating to the SDA while on TEMADDINS or while on DUINS or TEMDUINS enroute to another SDA billet. If the course length exceeds 90 days, the SDAP must be stopped after the 90th day. (A)

(f) In a duty or TEMDU status requiring the use of the SDA skill while assigned to a precommissioning or recommissioning crew when the activity has not received a complete command Manpower Authorization (OPNAV 1000/2) or while assigned to a newly approved SDA billet that is not yet reflected on the command's Manpower Authorization (OPNAV 1000/2). (R)

(g) In a patient status, including convalescent leave, TEMDU or TEMDU limited duty (LIMDU) for a period not to exceed 12 months. This waiver does not apply to LIMDU personnel who are assigned to OPNAV 1000/2 billets, nor to a member who is a patient due to disease or incapacitation resulting from drug or alcohol abuse as established by a line of duty investigation.

(h) Billet assignment is also waived when a member is assigned a 335X, 336X, 338X, or 339X NEC (other than 3359 or 3389) and serving in a related billet (including members who are assigned in excess of billets authorized but directly involved in the operation and maintenance of a nuclear propulsion plant, the training of nuclear operators, or the repair department of a nuclear capable Intermediate Maintenance Activity/Tender). (R)

c. Variable Pay Level Determination for Recruiters and Recruit Company Commanders

(1) Pay levels for Recruiters and Recruit Company Commanders are based on job tenure. The time is computed from the date a fully qualified member actually begins assigned duties. The annual OPNAVNOTE 1160, subject: Special Duty Assignment Pay, contains time requirements and corresponding pay levels.

(2) Prior successful recruiting or Recruit Company Commander experience of 9 months or more is creditable toward variable SDAP levels. Members returning to recruiting or Recruit Company Commander duty will reenter at the 3-9 month pay level and increase to the

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maximum pay level after 6 continuous months in the new assignment. Members transferred PCS directly to another recruiter/Recruit Company Commander billet are considered to have been on continuous duty for pay level purposes. Time in transit, however, may not be used for meeting the time requirements for an increase to the next higher pay level.

d. NEC Interpretations

(1) For those SDAs requiring an NEC, SDAP eligibility requires NEC certification. NEC certification for SDAP can be accomplished by one of the following methods:

(a) COMNAVMILPERSCOM endorsement of commanding officer's Request for Change in NEC (NAVPERS 1221/1) recommendation.

(b) Page 4 or page 13 entry by training activity certifying successful course completion and a NAVPERS 1221/1 recommendation submitted to COMNAVMILPERSCOM.

(c) NEC assignment appearing on the Enlisted Distribution and Verification Report (EDVR) or a COMNAVMILPERSCOM transfer directive.

(2) Principal, Component, and Related NEC Relationships for Non-Nuclear Ratings.

(a) Members having the principal NEC are eligible for component or related NEC SDAP.

(b) Members having a component or related NEC are eligible for principal NEC SDAP when assigned to and used in the principal NEC billet.

e. Payment Start/Restart Dates. Payment will start on the date the commanding officer certifies the member as fully qualified for and serving in a SDA, except for the following:

(1) When NEC certification is the controlling factor in determining the start date, one of the following applies:

(a) The date of the commanding officer's NAVPERS 1221/1 recommendation except for changes from a special category nuclear NEC 3359 or 3389 to an operational nuclear NEC 335X, 336X, 338X, or 339X. COMNAVMILPERSCOM approval is required prior to starting these payments and payment will start on the approval date.

(b) The date of the training activity's page 4 or page 13 entry.

(c) When certification is based on the NEC appearing on the EDVR, payment starts on the first day of the accounting month in which the NEC first appeared on the EDVR, or a later date, if specified by the commanding officer. EDVR data should be locally verified to preclude erroneous payments.

(2) Commanding officers of service schools or training commands may make an initial payment to members attending a formal school provided all basic eligibility requirements (subparagraph 6b) are met.

(3) In individual cases where a determination of eligibility has been requested, COMNAVMILPERSCOM may specify the date.

(4) If a member's SDAP was previously stopped for failure to maintain the minimum level of qualification (subparagraph 6g(2)), payment will not restart for a minimum of 6 months from the stop date.

f. Pay Level Change, Scheduled Termination, and Duty Assignment Disestablishment. Any pay level reduction, termination, or assignment disestablishment normally will be announced at least 90 days in advance.

(1) Payments scheduled for termination will be indicated in the annual OPNAVNOTE 1160, subject: Special Duty Assignment Pay, by substitution of "T" for "P" in the pay level. SDAP will be reduced to one-half rate on the effective date of termination and continued for one year unless stopped sooner for reasons specified in subparagraph 6g. New payments may not be started on or after the effective termination date.

(2) If the billet or duty assignment is disestablished, the member's SDAP will be stopped on the effective date of disestablishment.

g. Individual Eligibility Termination. Payment depends on continued qualification and eligibility. Payment will be stopped on the date that a member:

(1) Loses eligibility through PCS assignment or reassignment to duty not requiring use of the SDA skill. Pay continues through the day prior to the date of departure from the SDA. (R)

(2) Fails to maintain the minimum level of qualification required in the SDA. Payment will stop on the date specified in NAVPERS 1221/1. The SDAP must not, in itself, be stopped as a punitive measure. (A)

(3) Is transferred directly to the U.S. Naval Academy, preparatory school for future assignment to the U.S. Naval Academy, or to other programs leading to commissioned status.

(4) Is discharged, released from active duty, or transferred for separation from active service, whichever is earliest.

h. Personnel Office Procedures. Service record entries and annual review requirements are summarized below:

- R) (1) The commanding officer must certify eligibility for SDAP, pay level change, or termination, and ensure a Diary Message Reporting System (DMRS) 355 transaction or Source Data Systems (SDS) M64 event is completed. Corresponding Page 13 service record entries to include date of DMRS 355 transaction or M64 event, must be made. Reference (g) contains instructions for completing the DMRS 355 transaction. Articles B10801-10802 of reference (h) contain instructions for SDS M64 event reporting.

(2) Annual Recertification

- (a) Authority for members receiving SDAP (even those being terminated) must be reviewed and recertified annually in June by the commanding officer. In June, COMNAVMILPERSCOM (NMPC-165D) will send each command a headquarter's compiled listing of designated SDAP recipients who were attached as of 1 June. After verifying the listing the command will return it and any additional documents as per attached recertification instructions to COMNAVMILPERSCOM (NMPC-165D).
- R) (b) COMNAVMILPERSCOM (NMPC-165D) will initiate stop action for SDAP with an effective date of 1 June if the authority is not recertified by 31 August.

(c) If, during the June annual recertification you determine that a member's SDAP should have been withdrawn or changed prior to 1 June, submit a DMRS 355 transaction or SDS M64 event to effect the required change, using the appropriate date. Additionally, make the appropriate Page 13 service record entry.

(R
(A

i. Erroneous Payments. If a member is erroneously paid SDAP, recoupment is required. Reference (i) provides procedures for requesting waivers of indebtedness.

7. Approval. The entitlement portions of this instruction were approved by the Department of Defense Military Pay and Allowance Committee as prescribed by the Secretary of Defense per Title 37, USC, Section 1001.

8. Forms. NAVPERS 1070/621, Agreement to Extend Enlistment, S/N 0106-LF-010-6990; NAVPERS 1070/613, Administrative Remarks, S/N 0106-LF-010-6990; NAVPERS 1221/1, Request for Change in NEC, S/N 0106-LF-012-2105; DD 214, Certificate of Release or Discharge from Active Duty, S/N 0102-LF-000-2140; NAVCOMPT 3060, Military Pay Order, S/N 0104-LF-710-6101 are available through normal supply channels per NAVSUP P-2002.

DUDLEY L. CARLSON
Vice Admiral, U.S. Navy
Deputy Chief of Naval Operations
(Manpower, Personnel and Training)

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28 MAY 1987

RECORD ENTRY REQUIRED AT ENLISTMENT/ENROLLMENT
FOR SIX YEAR OBLIGOR (LESS NUCLEAR FIELD) ENLISTMENT
BONUS OPTION ENLISTEES

(R)

1. In Record of Administrative Remarks (NAVPERS 1070/613):

"Guaranteed Enlistment Bonus option for the _____ rating in the amount of _____ as prescribed in OPNAVINST 1160.6A."

2. In Record of Administrative Remarks (NAVPERS 1070/613):

"I understand that payment of the Enlistment Bonus is contingent upon my successful fulfillment of the eligibility criteria contained in OPNAVINST 1160.6A which includes attainment of designation in the _____ rating and attainment of sufficient academic standing to continue in the program for which I enlisted. I acknowledge that should I fail to fulfill these criteria, my Enlistment Bonus option will be nullified and I will serve the period of my basic enlistment, plus additional service which may be required as 'payback' for advanced training received.

I fully understand that continued entitlement to the Enlistment Bonus may be terminated and a pro-rata portion of my Enlistment Bonus may be recouped if I am considered not technically qualified in the bonus specialty (rating) because (a) I am no longer classified in that specialty, (b) the specialty designator is removed from my records, and (c) current and future assignment in my military specialty is precluded for any of the following reasons within my control:

a. Should I refuse to perform certain duties required for effective performance in my military specialty when I have volunteered for such duties in writing prior to accepting the bonus;

b. Should disciplinary action be taken under the Uniform Code of Military Justice (UCMJ) or by a civil court (when such action renders me unqualified for future performance in my military specialty) or should an administrative determination result in my inability to continue performance in my military specialty;

c. Should injury, illness, or other impairment resulting from my misconduct, as established through existing line of duty determination procedures, interfere with effective performance in my military specialty; or

d. Should I have withdrawal of the minimum security clearance, loss of qualification under the Personnel Reliability

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Program (PRP), or loss of any other mandatory qualification required for effective performance in my Military Specialty, when such withdrawal or loss is voluntary or caused by my misconduct, and results in my removal from my Military Specialty."

WITNESS/DATE

SIGNED/DATE

Enclosure (1)

28 MAY 1987

RECORD ENTRY REQUIRED AT ENLISTMENT/ENROLLMENT
FOR NUCLEAR FIELD ENLISTMENT BONUS OPTION ENLISTEES

(R)

1. In Record of Administrative Remarks (NAVPERS 1070/613):

"Guaranteed Enlistment Bonus option for the nuclear field program in the amount of _____ as prescribed in OPNAVINST 1160.6A."

2. In Record of Administrative Remarks (NAVPERS 1070/613):

"I understand that payment of the Enlistment Bonus is contingent upon my successful fulfillment of the eligibility criteria contained in OPNAVINST 1160.6A which includes attainment of designation in NEC 335X or 338X and attainment of sufficient academic standing to continue in the program for which I enlisted. I acknowledge that should I fail to fulfill these criteria my Enlistment Bonus option will be nullified and I will serve the period of my basic enlistment, plus additional service which may be required as 'payback' for advanced training received.

I fully understand that continued entitlement to the Enlistment Bonus may be terminated and a pro-rata portion of my Enlistment Bonus may be recouped if I am considered not technically qualified in the bonus specialty NEC because (a) I am no longer classified in that specialty, (b) the specialty designator is removed from my records, and (c) current and future assignment in my military specialty is precluded for any of the following reasons within my control:

a. Should I refuse to perform certain duties required for effective performance in my military specialty when I have volunteered for such duties in writing prior to accepting the bonus;

b. Should disciplinary action be taken under the Uniform Code of Military Justice (UCMJ) or by a civil court (when such action renders me unqualified for future performance in my military specialty) or should an administrative determination result in my inability to continue performance in my military specialty;

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c. Should injury, illness, or other impairment resulting from my misconduct, as established through existing line of duty determination procedures, interfere with effective performance in my military specialty; or

d. Should I have withdrawal of the minimum security clearance, loss of qualification under the Personnel Reliability Program (PRP), or loss of any other mandatory qualification required for effective performance in my NEC, when such withdrawal or loss is voluntary or caused by my misconduct, and results in my removal from my NEC.

e. Demonstrated unreliability for the supervision, operation, and maintenance of naval nuclear propulsion plants, as defined in NAVMILPERSCOMINST 1540.1.

I understand the Enlistment Bonus will not be paid until after completion of nuclear prototype training and designation in nuclear propulsion plant operator NEC series 335X or 338X, as appropriate."

WITNESS/DATE

SIGNED/DATE

Enclosure (1)

RECORD ENTRY REQUIRED AT ENLISTMENT/ENROLLMENT
FOR SCHOOL GUARANTEE PROGRAM ENLISTMENT BONUS
OPTION ENLISTEES

(R)

1. In Record of Administrative Remarks (NAVPERS 1070/613):

"Guaranteed Enlistment Bonus option for the _____ program in the amount of _____ as prescribed in OPNAVINST 1160.6A."

2. In Record of Administrative Remarks (NAVPERS 1070/613):

"I understand that payment of the Enlistment Bonus is contingent upon my successful fulfillment of the eligibility criteria contained in OPNAVINST 1160.6A which includes extension of enlistment to provide for a total active service obligation of five years, attainment of designation in the _____ rating, and attainment of sufficient academic standing to continue in the program for which I enlisted. I acknowledge that should I fail to fulfill these criteria, my Enlistment Bonus option will be nullified and I will serve the period of my basic enlistment, plus additional service which may be required as 'payback' for advanced training received.

I fully understand that continued entitlement to the Enlistment Bonus may be terminated and a pro-rata portion of my Enlistment Bonus may be recouped if I am considered not technically qualified in the bonus specialty (rating) because, (a) I am no longer classified in that specialty, (b) the specialty designator is removed from my records, and (c) current and future assignment in my military specialty is precluded, for any of the following reasons within my control:

a. Should I refuse to perform certain duties required for effective performance in my military specialty when I have volunteered for such duties in writing prior to accepting the bonus;

b. Should disciplinary action be taken under the Uniform Code of Military Justice (UCMJ) or by a civil court (when such action renders me unqualified for future performance in my military specialty) or should an administrative determination result in my inability to continue performance in my military specialty;

c. Should injury, illness, or other impairment resulting from my misconduct, as established through existing line of duty determination procedures, interfere with effective performance in my military specialty; or

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d. Should I have withdrawal of the minimum security clearance, loss of qualification under the Personnel Reliability Program (PRP), or loss of any other mandatory qualification required for effective performance in my military specialty, when such withdrawal or loss is voluntary or caused by my misconduct, and results in my removal from my military specialty."

WITNESS/DATE

SIGNED/DATE

Enclosure (1)

RECORD ENTRY REQUIRED AT ENLISTMENT FOR ELIGIBLE
PERSONNEL DECLINING TO ACCEPT ENLISTMENT BONUS

1. In Record of Administrative Remarks (NAVPERS 1070/613):

"I have been fully counseled on the option to elect the Enlistment Bonus as described in OPNAVINST 1160.6A. I understand that I am eligible to receive the Enlistment Bonus based upon the agreement to complete successfully the requirements contained in the above directive. However, I hereby decline to accept the Enlistment Bonus under the above provisions and waive the right to make claim for the Enlistment Bonus at a later date."

WITNESS/DATE

SIGNED/DATE

Enclosure (1)

28 MAY 1987

SAMPLE WORK SHEET TO DETERMINE SRB AMOUNT

A.	EAOS (as extended) from current enlistment (notes 1 and 2)	----	----	----
		(yr)	(mo)	(day)
B.	Date of discharge for SRB reenlistment (note 2)	----	----	----
		(yr)	(mo)	(day)
C.	Time remaining on old contract (A-B)	----	----	----
D.	Convert time remaining to months (note 3)		----	
			(mo)	
E.	Term of SRB reenlistment (in months)		----	
			(mo)	
F.	Additional obligated service (E-D)		-----	
			(mo)	
G.	Monthly base pay (note 4)	\$-----		
H.	Subtotal (FxG÷12)	\$-----		
I.	Award level	-----		
J.	SRB entitlement (HxI) (note 5)	\$-----		
K.	Broken-service multiple (note 6)	-----		
L.	Broken-service entitlement (note 5)	\$-----		

(A)

Notes: 1. Refer to notes four and five in subparagraph 5m of instruction.

2. If day is 31 use 30.

3. Any portion of a month must be rounded up to the next month (two months and one day in line C must be converted to three months in line D). Enter 0 if three days or less.

4. Refer to column C in subparagraph 5m of instruction.

5. Maximum amount (ceiling) is \$20,000 except as noted in the implementing NAVOP. For broken-service, apply the ceiling in line L instead of line J.

(R)

Enclosure (2)

28 MAY 1987

6. Use .75 or .50 as described in note 18 of subparagraph 5m of instruction (if applicable).

WORK SHEET FOR FORMATTED MESSAGE REQUEST PREPARATION

- GENERAL NOTES:
1. Every field must contain data. If item is not applicable, enter zeros (0).
 2. Figure in parentheses is the number of positions in the field. In some cases, all positions of a given field may not be filled: For example, a rating may contain either two or three alpha characters.
 3. Use a comma after each data field, do not space after comma.
 4. Each TAC must end with a slash (i.e., "/"). Do not use slash marks in other areas of the message.
 5. Multiple requests (not to exceed six members) may be included in one message.
 6. Cite references in the RMK TAC.
 7. Requests resubmitted subsequent to the receipt of NMPC-483 authorization, must cancel the prior authorization in the RMK TAC of the resubmitted request. Requests resubmitted as directed by CNMPC or NFC however, must not cancel the prior authorization.

	TAC	SSN	LASTNAME	FIRST	M	REENL/ EXT DT	AOSD	ZONE DESIG	AWD LVL	PAY MO	PLAN
	(3)	(9)	(12 min)			(6)	(6)	(1)	(3)	(2)	(1)
R)	-----										
	RAT/ NEC	SEP PG	BKN-SVC Disch	PEBD DT	ADBD OVRD	EAOS	SCORE/ LAT	CONV	EXT DATE	INOP EXT	
	(2-4)	(2)	(6)	(6)	(6)	(6)	(6)		(6)		(2)

	TOTAL SRB	AMT 1st INSTALL	AMT 1st ANNIV								
	(8 max)	(8 max)	(8 max)								

RMK, SSN, NAME, REMARKS AS APPROPRIATE LIMITED TO THREE LINES.
REMARK TAC MUST BE ON A NEW LINE/

Enclosure (2)

28 MAY 1987

MESSAGE PREPARATION

TAC: Use 1AA for continuous service reenlistment/extension.
 1BB for broken-service reenlistment.
 RMK for an amplifying paragraph (limit remarks to three message lines or less for each member). Include information that is essential for processing the request such as waiver for early reenlistment for overseas orders, advancement to E-7, etc. Member's SSN and NAME must be included.

SSN: Do not use dashes or spaces.

Name: Full Last First MI Do not use commas between names.
 Do not use titles (Jr., Sr. etc).

Reenl/Ext Dt: Date of reenlistment/operative date of extension ,
 or broken-service active duty date (YYMMDD).

AOSD: Additional obligated service date (YYMMDD). Date member commences service on which SRB computation is based (after subtracting unserved obligated service). Examples:

- If member reenlists no more than three days prior to EAOS (including EAOS date) the AOSD is the reenlistment date.

		reenlist	
16 Aug 81		13 Aug 85	15 Aug 85
-----f-----		-----f-----	-----f-----
Enl. 4 yrs		AOSD	EAOS

- If member reenlists more than three days early, the AOSD is EAOS + one day (day after EAOS).

16 Aug 81	12 Aug 85	15 Aug 85	16 Aug 85
-----f-----	-----f-----	-----f-----	-----f-----
Enl 4 yrs	Reenl	EAOS	AOSD

- If member reenlists one day after EAOS, the AOSD is the reenlistment date.

		Reenlist
16 Aug 81	15 Aug 85	16 Aug 85
-----f-----	-----f-----	-----f-----
Enl. 4 yrs	EAOS	AOSD

- If member with an inoperative extension reenlists no more than three days prior to EAOS (including EAOS date), the AOSD is the reenlistment date + the extension. (Extension does not apply in all cases. See exceptions in note five in subparagraph 5m of instruction).

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16 Aug 81	22 Mar 83	13 Aug 85	15 Aug 85	13 Aug 87
-----f-----	-----f-----	-----f-----	-----f-----	-----f-----
Enl. 4 yrs	Ext 24 mos	Reenl 4 yrs	EAOS	AOSD

- If member with an inoperative extension reenlists more than three days early the AOSD is the EAOS as extended + one day. (Extension does not apply in all cases. See exceptions in note five in subparagraph 5m of instruction).

16 Aug 81	22 Mar 83	12 Aug 85	15 Aug 85	15 Aug 87	16 Aug 87
-----f-----	-----f-----	-----f-----	-----f-----	-----f-----	-----f-----
Enl 4 yrs	Ext 24 mos	Reenl	EAOS	EAOS	AOSD
				as extended	

- If member with an extension reenlists one or more days after EAOS, the AOSD is the EAOS as extended + one day. (i.e., extension is operative and cannot be used in SRB computation).

16 Aug 81	22 Mar 83	15 Aug 85	16 Aug 85	15 Aug 87	16 Aug 87
-----f-----	-----f-----	-----f-----	-----f-----	-----f-----	-----f-----
Enl 4 yrs	Ext 24 mos	EAOS	Reenl	EAOS	AOSD
				as extended	

- If member extends for SRB, the AOSD is the operative date of the extension.

16 Aug 81	10 Aug 85	15 Aug 85	16 Aug 85
-----f-----	-----f-----	-----f-----	-----f-----
Enl 4 yrs	Ext 36 mos	EAOS	AOSD

Zone Desig: Enter A, B or K for continuous service SRB and G, H, I, J, L or M for broken-service SRB as shown below:

Continuous Service SRB

Zone	use zone designator
A	A
B	B
C	K

NOTE: The letter "C" will not process for a zone C reenlistment

Broken-service SRB

Zone	and time since last discharge/RAD is	use zone designator
A	More than 24 hours but not more than two years	G
A	More than two years but less than four years	H
B	More than 24 hours but not more than two years	I
B	More than two years but less than four years	J
C	More than 24 hours but not more than two years	L
C	More than two years but less than four years	M

Enclosure (2)

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Awd Lvl: Enter SRB award level using all three positions (i.e., 0.5, 1.0, 1.5, 2.0, etc). Note: Award levels are issued by NAVOP general message and specify an "effective date". Members whose award level is being changed must reenlist prior to the "effective date" to be eligible for the "old" award level.

Mo: Length of reenlistment/extension in months (i.e., 72 for a six year reenlistment). This is the actual reenlistment length, and not necessarily the number of months used in the SRB computation.

Pay Plan: Enter P for modified lump sum (i.e., 50 or 75 percent initial installment)
L for lump sum payment
I for equal installments
N for zero initial installment
Note: P is the only plan currently authorized

Rat/NEC: Rating abbreviation or NEC number. If member reenlists based on NEC, use NEC vice rating.

Sep PG: Pay grade on date of separation (E4, E5, E6, etc.)

Bkn-svc Disch DT: Broken-service discharge date (YYMMDD).
Enter 000000 if not applicable.

PEBD Ovrrd: Pay entry base date override (YYMMDD). Use when PEBD correction not yet reflected on LES. For broken-service SRB requests, the PEBD Ovrrd field should reflect PEBD at date of last discharge. Enter 000000 if not applicable.

ADBD Ovrrd: Active duty base date override (YYMMDD).
Adjusted ADBD must be entered for all broken-service cases. Enter 000000 if not applicable. (R)

EAOS: Present EAOS (YYMMDD). Do not include inoperative extension(s). Enter 000000 if not applicable.

SCORE/LAT CONV: COMNAVMILPERSCOM approval date (YYMMDD) for member participating in SCORE or lateral conversion program. Enter 000000 if not applicable. (A)

Ext date: If SRB is based on an extension, enter date (YYMMDD) extension is executed (signed). Enter 000000 if not applicable.

Enclosure (2)

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Inop Ext: Total number of months of extension not yet operative. Enter 00 if member has no inoperative extension.

Total SRB: Total SRB entitlement prior to taxes. Enter dollars and cents (e.g., 9000.00 or 19350.00). Do not use commas or the dollar sign.

Amt 1st Install: Amount of first installment. Enter 0000.00 only if payment plan is changed to "N".

Amt 1st Anniv: Amount of first anniversary payment. Enter 0000.00 only if payment plan is changed to "L".

Enclosure (2)

SRB AUTHORIZATION REQUEST EXAMPLES

1. AC1 John P. Jones desires to reenlist for 6 years on 8 November 1985. He is in receipt of overseas assignment orders directing detachment 1 December 1985. He has a one year extension which becomes operative on 1 June 1986. His current EAOS (Non-extended) is 31 May 1986. Example based on 2 Jan 85 pay scale:

Example for Continuous Service Reenlistment:

From: Activity/Admin Activity
To: COMNAVMILPERSCOM WASHINGTON DC
EPMAC DIARY NEW ORLEANS LA

Info: NAVFINCEN CLEVELAND OH
Others as Appropriate

UNCLAS //NO1160//

Subj: SRB AUTHORIZATION REQUEST UIC 12345 (NMPC-483) (NFC-451P)

1AA,123456789,JONES JOHN P,851108,870601,B,0.5,72,P,AC,E6,000000,000000,000000,860531,000000,000000,12,2634.10,1317.05,263.41/

RMK,123456789,JONES JOHN P,MEMBER MUST OBLISERV TO EXECUTE OVERSEAS PCS ORDERS. REQ EARLY REENLISTMENT/

2. HM3 James T. Smith (NEC 8408) desires to return to active duty with a four year reenlistment on 15 October 1985. He enlisted on 12 September 1980 and was discharged on 11 September 1984 as an HM2. Example based on 2 Jan 84 pay scale (for E-5 over three):

Example for Broken-Service Reenlistment

From: Activity/Admin Activity
To: COMNAVMILPERSCOM WASHINGTON DC
EPMAC DIARY NEW ORLEANS LA

Info: NAVFINCEN CLEVELAND OH
Others as Appropriate

UNCLAS //NO1160//

Subj: SRB AUTHORIZATION REQUEST UIC 12345 (NMPC-483) (NFC-451P)

1BB,987654321,SMITH JAMES T,851015,851015,G,1.0,48,P,8408,E5,840911,800912,811015,000000,000000,000000,00,2708.10,1354.05,451.35/

RMK,987654321,SMITH JAMES T,REMARKS AS APPROPRIATE LIMITED TO THREE LINES/

Enclosure (3)

28 MAY 1987

EXAMPLE WORK SHEET TO DETERMINE SRB AMOUNT FOR AC1 Jones

A. EAOS (as extended) from current enlistment	<u>87</u> (yr)	<u>05</u> (mo)	<u>30</u> (day)
B. Date of discharge for SRB reenlistment	<u>85</u> (yr)	<u>11</u> (mo)	<u>08</u> (day)
C. Time remaining on old contract (A-B)	<u>1</u>	<u>06</u>	<u>22</u>
D. Convert time remaining to months		<u>19</u> (mo)	
E. Term of SRB reenlistment (in months)		<u>72</u> (mo)	
F. Additional obligated service (E-D)		<u>53</u> (mo)	
G. Monthly base pay			<u>\$1,192.80</u>
H. Subtotal (F X G - 12)			<u>\$5,268.20</u>
I. Award level		<u>0.5</u>	
J. SRB entitlement (HxI)			<u>\$2,634.10</u>
K. Broken-service multiple		<u>N/A</u>	
L. Broken-service entitlement			<u>\$ N/A</u>

Enclosure (3)

EXAMPLE WORK SHEET TO DETERMINE SRB AMOUNT FOR HM3 Smith

A. EAOS (as extended) from current enlistment	<u> </u> (yr)	<u> </u> (mo)	<u> </u> (day)
B. Date of discharge for SRB reenlistment	<u> </u> (yr)	<u> </u> (mo)	<u> </u> (day)
C. Time remaining on old contract (A-B)	<u> </u>	<u> </u>	<u> </u>
D. Convert time remaining to months		<u> </u> (mo)	
E. Term of SRB reenlistment (in months)		<u>48</u> (mo)	
F. Additional obligated service (E-D)		<u>48</u> (mo)	
G. Monthly base pay			<u>\$902.70</u>
H. Subtotal (F X G - 12)			<u>\$3,610.80</u>
I. Award Level			<u>1</u>
J. SRB entitlement (HxI)			<u>\$3,610.80</u>
K. Broken-service multiple			<u>.75</u>
L. Broken-service entitlement			<u>\$2,708.10</u>

Enclosure (3)

28 MAY 1987

ADMINISTRATIVE REMARKS

NAVPERS 1070/613 (Rev. 1-76)

S/N 0106-LF-010-0000

Sample Page 13 Entries

E-32

SEE SUPERMAN 5030425

SHIP OR STATION

(USS SHIP)

(All Bonus Reenlistments/Extensions Including Broken-Service)

(Date):

I understand that continued entitlement to unpaid SRB installments may be terminated and a pro-rata portion of advance bonus payments, including lump sum payments, recouped if I am considered not technically qualified in the bonus rating/ NEC because I am no longer classified in that rating/NEC, the rating/NEC designator is removed from my records, and current and further assignment in that military specialty is precluded for any of the following reasons within my control:

(1) Should I refuse to perform certain duties required for effective performance in the military specialty when I have volunteered for such duties in writing prior to accepting the bonus;

(2) Should disciplinary action be taken under Uniform Code of Military Justice (UCMJ) or upon civil court conviction when such action renders me unqualified for future performance in the military specialty.

(3) Should injury, illness or other impairment resulting from misconduct, as established through existing line of duty determination procedures, interfere with effective performance in my military specialty; or

(4) Should I have withdrawal of the minimum security clearance, loss of qualification under the Personnel Reliability Program (PRP), or loss of any other mandatory qualification required for effective performance in the military specialty, when such withdrawal or loss is voluntary or caused by my own misconduct, and results in my removal from the military specialty.

(Member's Signature)
(First M. Lastname)

NAME (Last/First, Middle)

SSN

123-45-6789

BRANCH AND CLASS.

USN

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Enclosure (4)

EXAMPLE # 2

OPNAVINST 1160.6A
28 MAY 1987
ADMINISTRATIVE REMARKS
NAVPERS 1070/613 (Rev. 1-76)
2/N 0100-LF-010-0000

Sample Page 13 Entries

E-32

SEE SUPERSMAN 5030425

SHIP OR STATION

(USS SHIP)

(Continuous Service Bonus)

(Date): (Reenlisted/Extended) this date. Entitled to SRB based on (rating/NEC) SRB Zone ("A", "B", or "C"). The total SRB entitlement is (\$ amount). First installment of (\$ amount) paid. Member has acknowledged that approval of advance or remaining amount payment is not automatic but dependent on funds available and hardship relative to others requesting similar payment.

(Signature of Personnel Officer)
(Name, Rank), USN, Personnel Officer
By direction of the Commanding Officer

SAMPLE

NAME (Last, First, Middle)	SSN	BRANCH AND CLASS
	123-45-6789	USN

13 ☐

Enclosure (4)

EXAMPLE # 3

OPNAVINST 1160.6A

28 MAY 1987

ADMINISTRATIVE REMARKS

NAVPER 1070/613 (Rev. 1-76)

S/N 0106-LF-010-0000

Sample Page 13 Entries

E-32

SEE SUPERSMAN 5030420

SHIP OR STATION

(USS SHIP)

(Nuclear Trained Personnel)

(Date):

I fully understand that continued entitlement to unpaid installments may be terminated and a pro-rata portion of advance bonus payments, including lump sum payments, recouped when the Navy Enlisted Classification (NEC) Code upon which the SRB payment was based, is removed as a result of my demonstrated inability to maintain the required proficiency, or failure to meet the qualification measures required for duty in connection with the supervision, operation, and maintenance of naval nuclear propulsion plants, or when removal of that NEC is a result of my demonstrated lack of reliability for assignment to duty in connection with the supervision, operation, and maintenance of naval nuclear propulsion plants.

(Member's Signature)

(First M. Lastname)

SAMPLE

NAME (Last, First, Middle)

SSN 123-45-6789

BRANCH AND CLASS.
USN

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Enclosure (4)

EXAMPLE # 4

OPNAVINST 1160.6A
28 MAY 1987

Sample Page 13 Entries

ADMINISTRATIVE REMARKS
NAVPERS 1070/613 (Rev. 1-76)
S/N 0108-LF-010-0000

E-32

SEE SUPERSMAN 3030420

SHIP OR STATION

(USS SHIP)

(Bonus Extension)

(22 July 1985) Executed SRB qualifying extension of enlistment this date of sufficient length to qualify for possible future SRB. The SRB award level will be established on this date, in my present rating (if I still hold it on the date the extension becomes operative), or in the rating in which I am classified at the time this extension becomes operative. SRB entitlement is dependent on my otherwise attaining eligibility for Zone ("A", "B", or "C") SRB on the date the extension becomes operative.

SAMPLE

(Member's Signature)
(F.M. Lastname)

(Signature of Personnel Officer)
(F.M. Lastname, Rank), USN, Personnel Officer
By direction of the Commanding Officer

(SCORE/Conversion)

(22 July 1985) Member's (SCORE/Lateral Conversion) request approved this date by COMNAVMILPERSCOM. Eligibility for minimum SRB Zone ("A", "B", or "C"), at award level (0.5, 1.0, 1.5, etc.) certified. SRB entitlement depends on: My qualification and designation in the (new) rating, actual reenlistment after designation in the (new) rating, and otherwise attaining eligibility for Zone ("A", "B", or "C") SRB on the date of reenlistment.

SAMPLE

(Member's Signature)
(F.M. Lastname)

(Signature of Personnel Officer)
(F.M. Lastname, Rank), USN, Personnel Officer
By direction of the Commanding Officer

NAME (Last, First, Middle)

SSN

123-45-6789

BRANCH AND CLASS.

USN

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Enclosure (4)

EXAMPLE # 5

OPNAVINST 1160.6A

28 MAY 1987

ADMINISTRATIVE REMARKS

NAVPERS 1070/613 (Rev. 1-76)

S/N 0105-LF-010-0000

Sample Page 13 Entries

E-32

SEE SUPERSMAN 5030420

SHIP OR STATION

(USS SHIP)

(All Bonuses)

(Date): Paid (second, third, etc.) SRB installment of
(\$ Amount).

SAMPLE

(Signature of Personnel Officer)
(Name, Rank), USN, Personnel Officer
By direction of the Commanding Officer

(All Bonuses)

(Date): Paid (Accelerated, Advance, Remaining Amount)
payment of SRB installment(s) (indicate FY install-
ment(s), e.g., FY-87, FY-88, etc.) in the amount of
(\$ total amount). Authority: (For Advance or
Remaining Amount Payment, indicate COMNAVMILPERSCOM
message or letter authorizing payment).

SAMPLE

(Signature of Personnel Officer)
(Name, Rank), USN, Personnel Officer
By direction of the Commanding Officer

NAME (Last/First/Middle)

123-45-6789

BRANCH AND CLASS.
USN

13 ☐

Enclosure (4)

EXAMPLE # 6

OPNAVINST 1160.6A

28 MAY 1987

ADMINISTRATIVE REMARKS

NAVPERS 1070/613 (Rev. 1-78)

S/N 0106-LF-010-0000

Sample Page 13 Entries

E-32

SEE SUPERSMAN 3030425

SHIP OR STATION

(USS SHIP)

(Broken-Service Bonus)

(Date): I certify that I have read and fully understand the provisions of OPNAVINST 1160.6A. I further certify the following:

(1) I have completed 21 or more months of continuous active naval service and the sum total of all my active military service is shown on my DD 214N.

(2) I have not previously been paid a Regular Reenlistment Bonus (RRB), a Variable Reenlistment Bonus (VRB) or a Selective Reenlistment Bonus (SRB) in the zone I am enlisting or reenlisting, from a prior service enlistment or reenlistment.

(3) I have never been entitled to or received readjustment, severance, or separation pay from any branch of the Armed Forces.

(4) I understand that SRB entitlement is not guaranteed and I have received no such guarantee from any recruiting personnel. I understand I may be eligible for broken-service Zone ("A", "B" or "C") SRB award level (0.5, 1.0, 1.5 etc.) based on the date I report for active duty in the (rating or NEC) with an estimated amount of (\$ amount). Final verification of SRB eligibility and actual SRB amount will be determined at my first permanent duty station through the precertification process. I will not be paid any SRB until COMNAVMILPERSCOM provides payment authority but in no case earlier than 60 days after reenlistment or 30 days after arrival at my first permanent duty station, whichever is later. (R

(5) I understand that if for any reason, any of the above information which I have voluntarily furnished is incorrect, it may result in my non-entitlement to the broken-service SRB.

(Signature of Enlisting Officer) (Enlistee's Signature)
(Name) (F.M. Lastname)
(SNDL Mailing Address)

NAME (Last/First/ Middle)

SSN

123-45-6789

BRANCH AND CALL

USN

13 ☐

Enclosure (4)

EXAMPLE # 7

OPNAVINST 1160.6A
28 MAY 1987

ADMINISTRATIVE REMARKS
NAVPERS 1070/613 (Rev. 1-78)
S/N 0106-LF-010-0000

Sample Page 13 Entries

E-32

SEE SUPERSMAN 5030420

SHIP OR STATION

(USS SHIP)

(Broken-Service Bonus)

(Date): (Enlisted/Reenlisted) this date. Entitled to broken-service SRB zone ("A" "B", or "C") based on (rating/NEC) at award level (0.5,1.0,1.5 etc.). The estimated total SRB entitlement is (\$ amount). The SRB is to be paid in annual installments commencing with payment of the first installment not earlier than 60 days from date of (enlistment/reenlistment) or 30 days after arrival at my first permanent duty (R station, whichever is later. Subsequent installments will be paid on the anniversary date of (enlistment/reenlistment). Member has acknowledged that approval of advance or remaining amount payment is not automatic but is dependent on funds available and hardship relative to others requesting similar payments.

(Signature of Enlisting Officer)
(F.M. Lastname)

(Signature of Enlistee)
(F.M. Lastname)

(Example #8)

(Date): I certify that I have read and fully understand the provisions of OPNAVINST 1160.6A. Having read the above instruction, I further certify that I understand that by reenlistment for two years, vice three years, I have disqualified myself for a broken-service SRB. I further understand that I am not eligible for SRB for this reenlistment and not guaranteed SRB for any subsequent reenlistment or extension of enlistment.

(Signature of Enlisting Officer)
(First M. Lastname)

(Signature of Enlistee)
(First M. Lastname)

NAME (Last, First, Middle)

SSN
123-45-6789

BRANCH AND CLASS.
USN

13 ☐

Enclosure (4)

BASIC PAY TABLES WITH EFFECTIVE DATE FOR SRB PURPOSES

2 JANUARY 1987

(A)

Pay Grade	Over 2	Over 3	Over 4	Over 6	Over 8	Over 10	Over 12	Over 14
E-7	1247.70	1294.20	1339.20	1385.10	1429.20	1474.80	1520.70	1589.40
E-6	1083.90	1129.20	1177.20	1221.00	1265.40	1311.90	1379.40	1422.60
E-5	950.10	996.00	1039.50	1107.60	1152.60	1198.50	1242.60	1265.40
E-4	859.50	909.90	980.70	1019.40	1019.40	1019.40	1019.40	1019.40
E-3	808.80	841.50	874.80	874.80	874.80	874.80	874.80	874.80

9 November 1985 Basic Pay Table

Pay Grade	Over 2	Over 3	Over 4	Over 6	Over 8	Over 10	Over 12	Over 14
E-7	1211.40	1256.40	1300.20	1344.90	1387.50	1431.90	1476.30	1543.20
E-6	1052.40	1096.20	1143.00	1185.30	1228.50	1273.80	1339.20	1381.20
E-5	922.50	966.90	1009.20	1075.20	1119.00	1163.70	1206.30	1228.50
E-4	834.60	883.50	952.20	989.70	989.70	989.70	989.70	989.70
E-3	785.10	816.90	849.30	849.30	849.30	849.30	849.30	849.30

Enclosure (5)

OPNAVINST 1160.6A
28 MAY 1987

2 January 1985 Basic Pay Table

Pay Grade	Over 2	Over 3	Over 4	Over 6	Over 8	Over 10	Over 12	Over 14
E-7	1176.00	1219.80	1262.40	1305.60	1347.00	1390.20	1433.40	1498.20
E-6	1021.80	1064.40	1109.70	1150.80	1192.80	1236.60	1300.20	1341.00
E-5	895.50	938.70	979.80	1044.00	1086.30	1129.80	1171.20	1192.80
E-4	810.30	857.70	924.60	960.90	960.90	960.90	960.90	960.90
E-3	762.30	793.20	824.70	824.70	824.70	824.70	824.70	824.70

2 January 1984 Basic Pay Table

Pay Grade	Over 2	Over 3	Over 4	Over 6	Over 8	Over 10	Over 12	Over 14
E-7	1130.70	1173.00	1213.80	1255.50	1295.10	1336.80	1378.20	1440.60
E-6	982.50	1023.60	1067.10	1106.40	1146.90	1188.90	1250.10	1289.40
E-5	861.00	902.70	942.00	1003.80	1044.60	1086.30	1126.20	1146.90
E-4	779.10	824.70	888.90	924.00	924.00	924.00	924.00	924.00
E-3	732.90	762.60	792.90	792.90	792.90	792.90	792.90	792.90

Enclosure (5)

5 March 1983 Basic Pay Table

Pay Grade	Over 2	Over 3	Over 4	Over 6	Over 8	Over 10	Over 12	Over 14
E-7	1087.20	1128.00	1167.00	1207.20	1245.30	1285.50	1325.10	1385.10
E-6	944.70	984.30	1026.00	1063.80	1102.80	1143.30	1202.10	1239.90
E-5	828.00	867.90	905.70	965.10	1004.40	1044.60	1083.00	1102.80
E-4	749.10	792.90	854.70	888.60	888.60	888.60	888.60	888.60
E-3	704.70	733.20	762.30	762.30	762.30	762.30	762.30	762.30

22 January 1982 Basic Pay Table

Pay Grade	Over 2	Over 3	Over 4	Over 6	Over 8	Over 10	Over 12	Over 14
E-7	1045.50	1084.50	1122.00	1160.70	1197.30	1236.00	1274.10	1331.70
E-6	908.40	946.50	986.40	1023.00	1060.50	1099.20	1155.90	1192.20
E-5	796.20	834.60	870.90	927.90	965.70	1004.40	1041.30	1060.50
E-4	720.30	762.30	821.70	854.40	854.40	854.40	854.40	854.40
E-3	677.70	705.00	732.90	732.90	732.90	732.90	732.90	732.90

Enclosure (5)

1 October 1980 Basic Pay Table

Pay Grade	Over 2	Over 3	Over 4	Over 6	Over 8	Over 10	Over 12	Over 14
E-7	893.70	927.00	959.10	992.10	1023.30	1056.30	1089.00	1138.20
E-6	779.70	812.40	846.60	878.10	910.20	943.50	992.10	1023.30
E-5	683.40	716.40	747.60	796.50	828.90	862.20	893.70	910.20
E-4	637.50	674.70	727.20	756.00	756.00	756.00	756.00	756.00
E-3	612.30	636.90	662.10	662.10	662.10	662.10	662.10	662.10

Enclosure (5)